



HAMILTON COLLEGE POLICY FOR FIRE & OTHER EMERGENCY EVACUATION PROCEDURES

Plan administration	
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Person responsible for review	Business Manager/Health & Safety Coordinator

Date Reviewed	Reviewed by	Notes
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August 2020	K Morton / G Stewart	Name/title changes Alteration to S1 classroom area Update re COVID TT
April 2021	K Morton / G Stewart	Update following fire drill
August 2021	K Morton	Update following drill and new staff list / duties
August 2022	H Stark/G Stewart	Update with new staff
March 2023	M Murphy	Temporary Procedures for Nursery Upgrade Project
May 2023	G Stewart	Update with new staff
09 August 2023	G Stewart/M Murphy	Update with new staff and Nursery upgrades
11 September 2023	G Stewart	Review table moved from back page to page 1
13 September 2023	G Stewart	Change of duties for Staff
02 October 2023	G Stewart	Change of duties for Staff
13 October 2023	G Stewart	Update of duties for Staff
02 November 2023	G Stewart	Addition of staff and update of carpark plan
13 December 2023	G Stewart/M Murphy	Update on Nursery Evacuation
19 March 2024	G Stewart	Update with new staff/staff changes
26 March 2024	G Stewart	Update of staff duties/changes re recent fire evacuation practice
21 May 2024	G Stewart	Update of new staff members
28 May 2024	G Stewart	Change of assembly point area for Nursery
21 Aug 2024	G Stewart	Update with new staff and removal of staff who have left
03 Sept 2024	G Stewart	Update change of working day for staff
15 Nov 2024	G Stewart	Update change of working day for staff
01 May 2025	G Stewart	Update change of working day for staff
23 May 2025	R Charman	Update of new staff and person responsible on times of day
24 Jun 2025	G Stewart	Update with new staff
19 Aug 2025	G Stewart	Update with new staff
25 Aug 2025	G Stewart	Update with new staff
15 Sept 2025	G Stewart	Update with new staff

FIRE AND OTHER EMERGENCY EVACUATION PROCEDURES

IMPORTANT

Please destroy any previous version of this document, including Assembly Point plans and use only this version.

Please display Fire Exit Route details prominently in your room.

If your display copy of the Fire Exit Route needs renewed, please send page 16, duly completed, to the H&S Coordinator for updating.

At the start of term, Class teachers and Form teachers should instruct pupils in the correct procedure to be followed in the event of the Fire Alarm sounding.

GENERAL SUMMARY

- If the fire alarm sounds, it is school policy always to follow the fire drill evacuation procedure. No instructions should be given to the contrary.
- The Assembly Point for everyone except pupils with mobility difficulties is the Main Car Park. Precise locations are shown on the plan attached to this document. Arrangements for evacuation and assembly of pupils with mobility difficulties are explained throughout.
- The electronic doors open automatically when the Fire Alarm sounds

VISITORS

- All visitors to the school (including contractors, students, parents, or external staff) should be asked to follow our fire drill procedures. They should sign in and out using our Paxton Door Entry System located at the reception. If you arrange for a visitor to visit HC (Hamilton College) it is your responsibility to inform them of our Fire Evacuation Policy.

EVACUATION: DETAILED PROCEDURES

Please note that in these instructions

- **north/northerly** mean the **Bothwell** end of the building
- **south/southerly** mean the **Hamilton** end of the building.

INSTRUCTIONS TO PUPILS	
1.	<p>The fire alarm is a siren sound. If the fire alarm sounds:</p> <ul style="list-style-type: none">• Leave the building by the shortest available route, heading for the Assembly Point (see paragraph 4 below).• Do not stop to clear desk or locker. Leave bags, cases, etc.• Do not return to form / teaching classes - use nearest available fire exit.• Do not touch fire extinguishers
2.	<p>As you leave the class,</p> <ul style="list-style-type: none">• Walk smartly and keep to the left in corridors and stairs. Pupils should be asked to walk quietly. <p>In the car park,</p> <ul style="list-style-type: none">• pupils should stand quietly• pupils should line up in alphabetical order
3.	<p>SENIOR Pupils leaving by the main door and all other exits should walk up the driveway. Seniors must not use the steps and must not walk on the concrete paved area, but on the roadway, keeping to the marked pedestrian path.</p> <p>JUNIOR Pupils leaving by whatever exit should use the steps up to the car park.</p> <p>NURSERY pupils walk up the grass area, keeping well to the left.</p> <p>ALL PUPILS with mobility difficulties will leave by the nearest exit and move to assembly point opposite the main building located at the visitor's car park.</p>
4.	<p>Instructions to re-enter the building will be issued by the Headteacher or in their absence a member of SLT if a fire drill or a Fire Officer in the event of a real fire. A fire drill should take no more than 10 minutes in total. A quiet and orderly return to normal classes is expected as soon as the word is given by the Headteacher or Fire Officer. Nursery & Junior School Pupils should return first with Senior School pupils following, allowing time for younger pupils to enter and so avoid congestion.</p>

INSTRUCTIONS TO STAFF AND VISITORS	
1.	<p>The fire alarm is a siren sound. If the fire alarm sounds:</p> <ul style="list-style-type: none"> • Reception Staff will dial 999 and ask for the Fire Service. • Senior school staff will direct pupils to leave the building by the shortest available route, and head for the Assembly Point in the Main Car Park. • Junior school staff will accompany their classes to the Assembly Point (unless their classes are under the supervision of another teacher). • Nursery staff will bring the children to the Assembly Point directly next to the outdoor classroom opposite main entrance. • Support staff will leave the building and assemble in the Main Car Park at the appropriate meeting points. • Visitors should be directed to the main assembly point by office staff or the member of staff they are visiting.
2.	Enforce an orderly exit.
3.	On leaving the classroom / office, close the door.
4.	<p>If you are responsible for ensuring that certain other areas are completely evacuated, carry out the check, and then notify SLT that your check has / has not been completed.</p> <p>SLT will be stationed at the pedestrian crossing at the North end of the building.</p> <p>You should then proceed by the shortest available route to the Main Car Park.</p> <p>Report to the appropriate personnel in the car park as regards your own safety.</p>
5.	<p>Form tutors (Senior School) count pupils. Report to the appropriate Pastoral Care teacher (see page 5) (whom failing Reception Staff/Reception Staff Depute) either all present or the name of any pupil unaccounted for. Make sure that pupils stand quietly at the assembly point. Pupil Support (Guidance) then reports to Headteacher.</p> <p>Class teachers and assistants (Junior School) follow same procedures but report to Head of Junior School (whom failing Reception Staff/Reception Depute) who then reports to The Headteacher</p>
6.	Kitchen /Dining Hall staff assemble in main car park and report to the Catering Manager (whom failing Reception Staff/Reception Depute) who then reports to Headteacher .
7.	Janitorial staff report to Facilities Manager in the foyer. Once cause of fire alarm is established this will be communicated to The Headteacher in the car park (via telephone)
8.	First Aider should repatriate any pupils from FA via the Main Door exit. The First Aider should be stationed opposite the front door and stay there with those on a PEEP. Once those on a PEEP are accounted for then they should report to the Depute Head Pastoral.

9.	Pupil Support staff, staff without form tutor duties and the School Librarian should report to Director of Sport & Activities (whom failing Reception Staff/Reception Depute) in the car park at the staff assembly point (see plan). Director of Sport & Activities must then report to the Headteacher. (For checklist see Appendix 2)
10	Reception Staff/Depute to check attendance of members of staff who will manage traffic at front gate, Science Technician, IT Technician or Depute.
11	The Senior Practitioner or depute counts pupils and checks Nursery Staff list. The Senior Practitioner reports to the Headteacher on presence of Nursery staff and pupils. If the Senior Practitioner is absent, Nursery staff should report directly to Acting Senior Practitioner.
12	Visitors, Cleaners, Contractors, Marketing and Admissions staff, Finance Staff, Lab Technicians, IT staff, Admin staff and Business Manager should report to the H&S Coordinator or depute who will access the visitors' sign-in logs from the app linked to the Paxton door Entry System. H&S Coordinator will then report on to the Headteacher.
13	Instrumental instructors should report to Head of Expressive Arts (whom failing Reception Staff/Reception Depute) who will report on to The Headteacher.
14	Vehicle entry/exit during Fire Drill: for pupils' safety any vehicle attempting to exit the school grounds should be directed into the side car park through the normal entrance while those attempting to enter should be directed into the side car park through the exit barrier which will be raised for the duration of the evacuation. Responsibility: Science Technician & IT Technician, the Business Manager will Deputise if either are absent.

All staff should assist in making sure that pupils stand quietly at the assembly point.

EVACUATION CHECK: STAFF DUTIES

In accordance with advice given by the Fire Service, certain staff assume responsibility for ensuring that certain areas, normally unsupervised, are completely evacuated, as follows:

NB: Each responsible person must nominate and brief a deputy to cover their duty in the event of any absence.

1.	PE (Physical Education) Sports Wing & Pool	Mr Horne/PE Staff or Depute
2.	PE Office, and staff toilets on ground floor	Mr Horne/PE Staff or Depute
3.	S6 Common room, Pastoral Care Base	Mrs A Paterson/Pastoral Care Teacher or Depute
4.	Library (1200-1700)	Mrs Lane
5.	SLT Offices, Assembly Hall	Mrs L Logan or Depute
6.	Kitchens, Dining Hall, and stores	Mrs E Sallie or Depute
7.	Infant boys' toilets, Junior girls' toilets, Junior School Assembly Hall	Mrs Paterson or Depute
8.	Aftercare Rooms JS	Mrs McNiven or Depute 0900-1515 Mrs Gemmell/Aftercare Staff or Depute 1515-1800
9.	Finance Offices	Mr Murphy or Depute
10.	A Floor (north) and staff room, both sets of boys' toilets (Junior and Senior)	Mrs L Duncan or Depute
11.	A Floor (centre) stairwell	Mrs E Furie or Depute
12.	A Floor (south) boys' toilets and stairwell	Mrs J Petit or Depute
13.	B Floor (north) toilets and stairwell	Mrs Tweedie or Depute
14.	B Floor (centre) stairwell	Mr M Shields or Depute
15.	B Floor (south) Girls' toilets and stairwell	Mrs L Reid or Depute
16.	C Floor (north) music rooms, practice rooms and stairwell	Mr Scott or Depute
17.	C Floor (centre) girls' toilets and stairwell	Mrs Smith or Depute
18.	C Floor (south), including toilets and stairwell	Mrs K Mulholland or Depute
19.	Nursery Wing	E Chaplin or K McIntosh
20.	Annexe (currently not in use)	E Chaplin or K McIntosh

NOTE: Staff in Senior School checking toilets and stairwells on all floors should be prepared to escort pupils with mobility difficulties downstairs and out nearest exit.

*** All persons on First Aid duty will be responsible for the safety of any pupils in First Aid.**

Those staff who have responsibility for checking the above areas should report to the SLT at the North end pedestrian crossing to indicate whether each area has been cleared. (Appendix 7 - Headteacher's checklist)

These arrangements operate only when staff are in their normal locations. Staff are not required to go back upstairs or go against general movement of people leaving the building. They should leave by the nearest exit as per fire regulations.

Senior Leadership Team Member in charge of Fire Evacuation (SLT) (Depute Head Pastoral) will remain stationed at the pedestrian crossing at the North of the building until evacuation is complete. SLT will advise **Headteacher** and **Facilities Manager** as regards Evacuation Checklist. The **Facilities Manager** or one of the Janitors will remain in the foyer in order to establish the cause of the alarm.

EXIT ROUTES FOR CLASSES - (Access to key box for security gate is by code available from SLT)

PUPILS & STAFF IN:		LEAVE AS FOLLOWS:
1	Juniors - J1, J2 and Junior Music Room Aftercare	Leave by main door and walk along the concrete paved area immediately in front of infant classrooms. Use the steps to main car park.
2	Juniors - J3, J4 and J5	Leave by descending fire escape stairs to the dining hall and use the fire exit opposite stairs (at servery). Use the steps to main car park.
3	Juniors - J6	Leave by the stairs down to the dining hall and go out the exit in dining hall at the library end. Use the steps to main car park.
5	Pupils in Junior Assembly Room	Use North Exit
6	Pupils in Dining Hall	Use fire exit between the library and dining hall.
7	Pupils in Library	Junior and Senior pupils leave through the library rear door and racecourse exit.
8	Pupils in Assembly Hall (Both Senior and Junior pupils)	Leave by nearest appropriate fire exit, following directions by the staff in charge.
10	Pupils on 1st and 2nd floors in rooms to the north of the more northerly fire-doors	Use North stairs and leave by North exit , facing main car park. Avoid congestion at north exit. Walk up the main drive, keeping well to the left, and within the lines of the marked pedestrian walkway proceed up to main carpark assembly point.
11	Pupils on 1st and 2nd floors in rooms between the northerly and middle sets of fire-doors	Use Central stairs and leave by main door . Walk up the main drive, keeping well to the left, and within the lines of the marked pedestrian walkway proceed up to main carpark assembly point.
12	Pupils on 1st and 2nd floors, in rooms between the middle and southerly sets of fire-doors, also B11 (large Geography Room)	Use South stairs , turn left and leave through fire exit, proceed down ramp to Nursery Reception Area and exit via facing Fire door then follow path around Nursery outdoor play area, walk up the main drive, keeping well to the left, and within the lines of the marked pedestrian walkway proceed up to main carpark assembly point.

13	Pupils at PE (Sports Hall, Gymnasium, Swimming Pool)	Leave by fire exit doors in Sports Hall and come round building to car park past dining hall. Walk up the main drive, keeping well to the left, and within the lines of the marked pedestrian walkway proceed up to main carpark assembly point.
14	Pupils outside for PE (on the AstroTurf and on the rugby pitches)	Walk across the racecourse and follow the fence line towards the trees at the back of the car park, accessing the school car park at the end of the fence.
15	Pupils on 3 rd Floor in Music and Lab 7, also pupils having music tuition with Instructors.	Use the north staircase (Bothwell end) and leave by the north exit , proceed to main carpark assembly point.
16	Pupils on 3 rd Floor, in lab 6, in room C6 and in Computing.	Use the central stairs and leave by the main exit . Walk up the main drive, keeping well to the left, and within the lines of the marked pedestrian walkway proceed up to main carpark assembly point.
17	Pupils on 3 rd Floor, Classes in rooms C7, Technology, C8 and Art Department	Use South stairs , turn left and leave through fire exit, proceed down ramp to Nursery Reception Area and exit via facing Fire door then follow path around Nursery outdoor play area, walk up the main drive, keeping well to the left, and within the lines of the marked pedestrian walkway proceed up to main carpark assembly point.
18	Nursery 2-3yr olds rear garden play area	Leave by nursery garden gate , follow grass path around 2 storey building proceed to assembly point adjacent to the outdoor classroom opposite main entrance door.
18A	Nursery Rooms 2-3yr olds	Leave nursery via fire exit door at sensory room, turn left and exit by fire door in Nursery Reception Area, follow path around Annex & outdoor play area, follow grass path around 2 storey building, proceed to assembly point adjacent to the outdoor classroom opposite main entrance door.
19	Nursery Rooms 3 - 5yr olds at (toilet area)	follow grass path around 2 storey building proceed to assembly point adjacent to the outdoor classroom opposite main entrance door.
19A	Nursery Rooms 3-5yr olds	Use fire exit doors into outdoor play area, proceed through garden gates, follow grass path around 2 storey building proceed to assembly point adjacent to the outdoor classroom opposite main entrance door. Please note that fire doors opening into outdoor play area should be kept unlocked during working hours and/or key made available for staff to unlock
19C	Nursery outdoor play area	Leave outdoor play area exiting through gate follow grass path around 2 storey building proceed to assembly point adjacent to the outdoor classroom opposite main entrance door.
20	Meeting Room	Leave by main exit and proceed to assembly point.

21	S6 Common Room	Leave by PE stairs exiting into playground. Turn left continue around building via dining hall and kitchen. Walk up the main drive, keeping well to the left, and within the lines of the marked pedestrian walkway proceed up to main carpark assembly point.
22	First Aid Room	Leave by Reception area exit and proceed to First Aid Evacuation Assembly area opposite main building at visitor's carpark.
23	Pupils with Peeps in place on A, B and C floors	Remain at top of safest stairwell nearest to exited class until escorted downstairs by duty staff.

COLLECTION AND DISTRIBUTION OF REGISTERS

First Aid Staff on duty when Fire Alarm occurs will take Fire Evacuation Trolley to First Aid Evacuation Assembly area opposite main building at visitor's carpark.

Reception staff or Depute on duty when Fire Alarm occurs will take all paper copies of Class Registers to main assembly point in car park where staff with registration duties will collect appropriate registers to complete. Once registers are completed the Pastoral staff with collection of registers duty, will liaise with the reception staff who will have the Master Copies of Attendance in a black folder, where pupil queries can be checked. If the automated Paxton Door Entry system is down a backup system of sign in/sign out will be taken at reception, this register of who is in Hamilton College, must be brought up to the fire assembly point by person on reception duty at the time of Fire Alarm activation.

Junior School Class Lists and Daily Absences Folder and Staff List (Appendix 1) is taken to the Assembly Point by Reception Staff/Reception Depute. **Head of Junior School or Depute** will collect appropriate registers and distribute to class teachers. The Head of Junior School takes a register of all pupils and staff (Junior school teachers, first aider, aftercare, and class-room assistants) who report to the Head of Junior School. The Head of Junior School reports to the **Headteacher** and gives them the register of staff and pupils. JS6 Class while in SS will go to their usual Assembly Point, register will be taken by Wed: G Forbes & Thurs A McAra.

Senior School Class Lists and Daily Absences Folder is taken to the Assembly Point by Reception Staff / Reception Depute. **Form teachers, Pastoral Care Teacher** will collect appropriate registers. Form teachers should take a register and report immediately on any missing pupils to the appropriate Pastoral Care Teacher/member of staff, as noted below. On completion of the roll check / register, Form teachers return the register to the appropriate Pastoral Care teacher/member of staff, to be given to the **Headteacher**.

Senior School Staff List (Appendix 2.1 and 2.2) is taken to the Assembly Point by Reception Staff/Reception Depute. Director of Sport & Activities (for non-form teachers, pupil support for learning, lab technicians and librarian) (Appendix 2.1) and Pastoral Care Teacher (for form teachers) (Appendix 2.2) collect appropriate registers from the assembly point. **The Director of Sport & Activities** and Pastoral Care Teacher takes a register of all pupils and staff. They report to the **Headteacher** and give them the registers.

Nursery Registers and Staff List (Appendix 3) is taken to the Assembly Point by Reception Staff/Reception, **Nursery Lead** collects appropriate register and takes a register of all pupils and staff who report to the **Nursery Lead**. The **Nursery Lead** reports to the **Headteacher** and gives them the register.

Catering Staff List (Appendix 4) is taken to the Assembly Point by Reception Staff/Reception Depute. The **Catering Manager** collects appropriate register. The Catering Manager takes a register of staff. They report to the **Headteacher** and give them the register.

Instrumental Tutors List (Appendix 5) is taken to the Assembly Point by Reception Staff/Reception Depute. Head of Expressive Arts collects appropriate register. The Head of Expressive Arts takes a register of staff. They report to the **Headteacher** and give them the register.

Support Staff List (Appendix 6) is taken to the Assembly Point by Reception Staff/Reception Depute. The Reception Staff / Reception Depute takes a register of staff (Marketing and Admissions, IT Staff, PA, SLT, Finance Staff and Administration staff). They report to the **Headteacher** and give them the register.

Health & Safety Coordinator or Depute will access the Visitors Register app linked to the Paxton door Entry System. A register will be taken of all visitors, contractors, and cleaners. A report will be made to the Headteacher.

SLT member to uplift **Floor Check Register (Appendix 7)** from Reception Staff. The SLT member then reports to the Headteacher on areas of the building that have / have not been checked.

The **Headteacher** collates information / registers and informs the Facilities Manager of any absent pupils or staff members. The **Whole School Checklist (Appendix 8)** will be taken to the car park by the Reception Staff / Reception Depute for this purpose. All registers will be returned to the Front Office / Reception Staff.

Pastoral Teachers responsible for Senior School form class registers

T-S1 Mrs A Fisher

S2-S3 Mrs N Horne

S4-S6 Mrs J Murray

EXAMINATIONS IN THE ASSEMBLY HALL

In the event of an examination taking place in the Assembly Hall, the invigilator(s) should instruct candidates to stop working and leave the building by the main door. Candidates should assemble **behind the car parking bay in the outdoor classroom opposite main entrance door** with the invigilator(s) supervising. The invigilator (s) will bring the attendance sheet and take a roll call. If it is possible to re-enter the building, the examination may continue.

SENIOR SCHOOL TEACHERS TEACHING JUNIOR SCHOOL CLASSES

Where a Nursery or Junior School class is being taught by a Senior School staff member, the SS Staff member should take the class out to the assembly point via the stair. The SS teacher should remain with the JS (Junior School) class until the Nursery/Junior School teacher appears. If the SS teacher is a Form teacher, they should ask one of the SS relief register teachers to check and stay with their Form class until they are free.

SUMMARY: MAIN EXIT ROUTES FROM BUILDING TO CAR PARK

- * **SENIOR Pupils** leaving by the main door and all other exits **should walk up the driveway**. Seniors must not use the steps and must not walk on the concrete paved area, but on the roadway, keeping to the marked pedestrian path.
- * **JUNIOR Pupils** leaving by whatever exit **should use the steps** up to the car park assembly point.
- * **NURSERY Staff and Pupils** leave by the designated exits for Rooms 2-3yrs old & 3-5yrs old proceed from the building to the Nursery assembly point, beside the outdoor classroom, opposite main entrance door.

DISABILITY STRATEGY

Pupils and staff with Peeps should remain at the top of the safest stairwell nearest to the exited class until escorted downstairs by duty staff as noted on page 3. Thereafter, they should be assisted to the First Aid Assembly point at visitors parking area. If necessary, someone with a mobility issue could be allowed to wait at the First Aid Assembly point at visitors parking area. *Teaching staff should make these arrangements clear to pupils affected prior to exiting the classroom.* Pastoral Care Teacher/Head of Junior School will have organised a PEEP to be in place for staff.

INSTRUCTIONS TO RETURN TO BUILDING

Instructions to re-enter the building will be issued by the **Headteacher**. A fire-drill should take no more than 10 minutes in total. Quiet and orderly return to normal classes is expected as soon as the word is given by the Headteacher. If the alarm activates and it is not a fire drill, a member of the emergency services will instruct when it is safe to re-enter the building. Nursery & Junior School Pupils should return first with Senior School pupils following, allowing time for younger pupils to enter and so avoid congestion.

SLT - ABSENCE COVER AND OTHER DUTIES

If the Headteacher is out of school during a Fire Drill, staff who would normally report to the Headteacher should report to **Director of Education**.

The Deputy Head Pastoral will be stationed at the North pedestrian crossing until evacuation is complete, and the cause of the alarm is established, if they are not in school, the Director of Education will perform this duty.

The Head of Junior School or depute will regulate movement at the north end of the building, if absent this will pass to the Senior Teacher of Junior school or to a member of SLT.

When the school is closed for J1 - S6 and the nursery is open, the Senior Practitioner/Nursery Team Leader should evacuate nursery as per the plan and report to the Business Manager, or in his absence the Facilities Manager. All other support staff should take up their positions and reporting lines and report to the Business Manager.

SPECIAL FIRE EVACUATION AND EMERGENCY PROCEDURES

1 Special arrangements apply if the fire alarm goes out with the school day. These arrangements are designed to cover a situation which may arise if the fire alarm sounds **prior to 9.00am** before the school day begins, **between 3.30pm and 4.00pm** when the main car park is busy with cars and buses and **beyond 4.00pm**.

- **Pupils and staff should evacuate the building by the nearest safe exit.** Before 9.00am, registration has not been carried out and there is no reliable way of knowing which pupils or staff are present
- **All staff and pupils should make their way to the Assembly Points in the Car Park as normal.** Members of SLT and staff (teaching and non-teaching) who are present will supervise the children's safety in the Car Park area, with overall responsibility for **Supervisor** as follows:
 - Prior to 8am: **Facilities Manager or Duty Janitor**
 - 8.00am-9.00am: **Member of SLT, or Facilities Manager or Duty Janitor**
 - 3.30pm-6.00pm: **Member of SLT, or Facilities Manager or Duty Janitor**
 - After 6pm: **Facilities Manager or Duty Janitor**
- **The designated Supervisor, or a member of staff appointed by the Supervisor, will proceed to the Main Gate on the driveway.** At that point, for the sake of children's safety, and to permit access of emergency vehicles, ALL vehicle movement IN or OUT of the College grounds must be controlled. No vehicles should be allowed to stop on the driveway. Vehicles attempting to enter/exit should be directed into the side car park via the nearest barrier which will be raised for the duration of the evacuation

- Children who have arrived on buses should remain on board until instructed otherwise by a member of SLT or the emergency services
- These arrangements are intended only for situations which may arise prior to 9.00am or after 3.30pm. At all other times, the fire evacuation procedures outlined in the main part of this document should be followed
- NOTE 1: If the fire alarm sounds at the end of the school day when the Car Park is busy with traffic, the Assembly Point may be required to be the grassy area adjacent to the Car Park
- NOTE 2: Staff running school clubs and after-school lets must ensure that they keep an accurate register of those in attendance on each occasion the club meets (SOCS)
- NOTE 3: Nursery and Aftercare staff have established procedures for the safe evacuation of children prior to 9am and after 4pm. (See appendices 11 and 12)

2 Special arrangements also apply when an emergency situation compromising the safety of pupils and staff arises. In such an instance a warning klaxon will sound as a signal for pupils to re-enter the school building and assemble in Classrooms (JS) or Form Classes (SS). Only members of SLT or, should they be unavailable, the Facilities Manager, have the authority to order the sounding of the klaxon.

PROCEDURES FOR SIGNING IN AND OUT OF SCHOOL (TEACHING AND NON-TEACHING STAFF)

- It is essential that staff use the Paxton Door Entry System to sign in and out of the building, and if leaving for, or when arriving back from, appointments, meetings etc during the course of the school day. If automated door entry system is out of use a paper copy must be taken for sign in/sign out of Hamilton college
- It is also essential that staff in the building during holiday periods use the Paxton Door Entry System to sign in and out of the building and if leaving for, or when arriving back from, appointments, meetings etc during the course of the school opening times. If automated door entry system is out of use a paper copy must be taken for sign in/sign out of Hamilton College.

Fire Alarm Exit Route

Notice for Pupils

You are in: _____

Your exit route:

- Leave room/ lab/ games hall
- Turn left / right
- Go down north/ central/ south stairs/ fire escape stairs
- Go out of the north exit/main exit/Nursery exit/racecourse exit/fire escape door at servery
- Go up the main drive/ up the steps
- Assemble in the Main Car Park

To All Staff:

As a check when we prepare notices for each location, please write down on this sheet the key instructions as you see them from your normal teaching location.

Notice for Pupils

You are in: _____

Your exit route:

- Leave _____
- Turn _____
- Go down _____ stairs
- Go out of the north exit/main exit/Nursery exit/racecourse exit/fire escape door at servery
- Go up the main drive/ up the steps
- Assemble in Main Car Park

Staff: Please add any other simple wording for your location that you think helpful.

FIRE

1. Operate the nearest Fire Alarm (or tell a teacher, an adult or prefect)
2. Inform Office as quickly as possible (perhaps by internal telephone)
3. Go to assembly point by quickest route.

When you hear the fire alarm....

1. Go immediately to the assembly point by quickest route closing all doors on route unless someone is behind you.
2. Remain calm.
3. Wait quietly for roll call.
4. Do not re-enter the building until told to do so.

To call the Fire Brigade, Dial 999, Say “This is 282700 (Which Service?) Fire at Hamilton College, Bothwell Road, Hamilton.” Make sure the message has been correctly received by hearing it repeated.

CAR PARK - MAIN ASSEMBLY POINT

S6S	S6L	S6H
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S5S	S5L	S5H
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S4S	S4L	S4H
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MAIN DRIVE

Pupils in Junior School line up in Alphabetical order in their Class.
Pupils in Senior School line up in Alphabetical order in their Form Class.

Exact location of each class is shown on this plan and on labels are on the lampposts surrounding Car Park.

If Bus Lane has buses parked, please use driveway next to bus lane.

No vehicles must enter or leave car park during Fire Evacuation procedures.

S3C

S3B

S3A

S2B

S2A

S1B

S1A

T1

REMAINING TEACHING
STAFF

KITCHEN STAFF &
CLEANING STAFF

SUPPORT STAFF &
VISITORS

Junior School Pupils, J1 - J6

ALL SENIOR PUPILS WALK
UP DRIVEWAY TO
ASSEMBLY POINTS

ALL JUNIOR PUPILS
COME UP STAIRS TO
ASSEMBLY POINTS

NURSERY STAFF & CHILDREN ONLY -
Assembly point next to outdoor classroom, OPPOSITE MAIN BUILDING ENTRANCE

Fire Evacuation Checklist for Junior School Staff (Appendix 1)

	Days/Times in School	Date:
JS Teachers		
Susan Carroll		
Kayleigh Johnston		
Karen Steel		
Shirley Bell		
Nathan Purton		
Edith Wilson	Mon, & Tues & Wed (pm)	
Linda Toner		
Gayle Forbes	Tue/Wed/Thurs	
Classroom Assistants		
Helen Donald		
Karen McNiven	Mon 0800-1715/Tues 0800-1630 Wed & Thurs 0800-1630 Fri 0800-1500	
Margaret Rutherford		
Cat Gemmell	Mon, Wed & Fri 0900-1800 Tues 1630-1800 Thurs 1300-1800	
Jane Telfer		
Amy Bennett		
Megan Nelson	0800-1630	
First Aid		
Beverley Russell	1400-1800	
Sharon Swan	0900-1400	

Once completed please pass this form
to the Headteacher

Fire Evacuation Checklist for Senior School Teaching Staff (Appendix 2.1)

	Days/Times in School		Date:
English & Languages			
Jane Cooke	Mon, Thurs & Fri		
Rosie Robertson	Mon-Wed		
Katie Lane	In school M-F (12-5)		
Katrin Goundry	Tues -Fri		
Angela Lawless	Tues 0900-1545, Wed 1345-1545, Thurs 0900-1240, Fri 0900-1545		
Stephanie Binnie			
Mary O'Reilly	Tues 1345-1500, Wed 1345-1505 Fri 0905-1105		
Anna Patello	Mon 0905-1105, Thur 0905-1025, Fri 1345-1545		
Maths			
Gillian Kerr	Tues 1300-1700, & Wed 1400-2000, Thurs 1500-2000, & Fri 1300-1800		
Sciences			
Jo Petit			
Kirsty Brown	Mon, Tues, & Fri		
Social Subjects			
Joanna Hannah	Mon - Thurs		
Claire Gibson	Mon, Thurs & Fri		
Expressive Arts & RE			
Julie Murray			
Lois Smith	Mon 1025-1545, & Tues - Thurs FT, Fri 1300-1800 Form class Thurs & Fri		
Stuart Ross			
Stephanie Binnie	Tues 1600-2000 & Wed 1300-1900		
PE & Sport			
Ross Horne			
Nikki Horne			
Richard Charman			
Amanda McIlvaney	Tues - 0730-0830 & 1300-1600 Wed - 1300-1700 Thurs - 0730-0830 & 1300-1600		
Alix McAra			
Business & Technologies			
Heather Stark			
Dave Browning			
Pastoral Staff			
Fraser Swan			
Sharon Cawley			

Once completed please pass this form
to the Headteacher

Fire Evacuation Checklist for Guidance Staff (Appendix 2.2)

The following form teachers should report to Guidance staff in the event of a fire evacuation.

	2025-2026	Staff Without a Form Class (Available days in brackets if not full-time)
T	E Turner (Mon, Tue, Fri) J Hannah (Wed, <u>Thur</u>)	Relief form teachers:- K Brown (Mon/Tue/Fri) D Tant (Mon PM, Tue /Fri PM)
1H	M Sommerville	R Horne
1L	J Petit	G Scott
1S	J Cooke/R Robertson	M O'Reilly
2A	M Cunningham	C Gibson (Mon, Wed)
2B	E Furie/C Gibson	S Cawley
3A	K Mulholland	F Swan
3B	M Shields	L Smith (Mon - <u>Thur</u>)
4A	C Ford	A McAra
4B	P Anderson	D Browning
4C	L Lumsden	A Mackay (<u>til</u> Oct)
5H	L Tweedie/G Kerr	S Binnie
5L	G Miller	
5S	L Duncan	PT Pastoral
6H	G Rutherford	J Murray
6L	E Waterhouse	N Horne
6S	L Reid	A Fisher

Once completed please pass this form
to the Headteacher

Fire Evacuation Checklist for Nursery Staff (Appendix 3)

	Days/Times in School		Present
Nursery			
Elaine Chaplin	Shift Pattern 0800-1630; 0930-1800	F	
Kelli McIntosh	Shift Pattern 0800-1630; 0930-1800	F	
Rachael Anderson	Shift Pattern 0800-1630; 09:00-1730; 0930-1800	F	
Rachel Bell	Shift Pattern 0800-1630; 09:00-1730; 0930-1800	F	
Kayleigh Cowley	Shift Pattern 0800-1630; 09:00-1730; 0930-1800	F	
Courtney Lindsay	Shift Pattern 0900-1630 Tues/Thurs/Fri	F	
Laura McLay	Shift Pattern 0930-1530	S	
Mia Robertson	Shift Pattern 0800-1630; 09:00-1730; 0930-1800	F	
Alisha Sedwell	Shift Pattern 0800-1630; 09:00-1730; 0930-1800	F	
Alana Smith	Shift Pattern 0800-1630; 09:00-1730; 0930-1800	F	
Kayleigh Curran	1300-1800	P	
Violet Falconer	0800-1300	P	
Fiona Stuart	Tuesday Full Day/Wednesday Mornings		
Once completed please pass this form to the Headteacher			

Once completed please pass this form
to the Headteacher

Fire Evacuation Checklist for Catering Staff (Appendix 4)

Name of Staff	Days/Times in School	Date:
Mrs Elizabeth Sallie	0700 - 1430	
Mrs Geraldine Agnew	0700 - 1430	
Miss Fiona Buchanan	0800 - 1430	
Mrs Marion McBride	1100 - 1430	
Mrs Sandra McCluskey	1100 - 1430	
Mrs Fiona Kerr	0700 - 1430	
Mrs Seline Coulter	1130 - 1430	

Once completed please pass this form
to the Headteacher

Fire Evacuation Checklist for Instrumental Teachers (Appendix 5)

Name of Teacher	Days/Times in School	Date:
John Gray (Guitar)	Mon/Thurs/Fri	
Elias Rooney (Cello)	Mon	
Linda Caldwell (Voice)	Tue	
Robert Digney (Clarinet)	Tue	
Rachel Forbes (Flute)	Thurs	
Suzy Crawford (Piano)	Mon/Wed/Thurs	
Lizzie Galbraith (Piano)	Mon/Tues/Fri	
Kyle Sharp (Drum)	Wed/Thurs	
Stephanie Brough	Mon	
Chris Gray (Bagpipes)	Tuesday	

**Once completed please pass this form to the
Headteacher**

Fire Evacuation Checklist for Support Staff (Appendix 6)

Admin Staff		Date:
Angela Borland		
Helen Marshall	Mon-Fri 0800 - 1300	
Laura Cunningham	Mon-Fri 1300 - 1800	
Accounts		
Claire Theanné		
Irene Henderson		
Lab Techs		
Grace Stewart		
Gillian Miller	Mon, Wed, Fri 0830-1230, Tues, Thurs 0830-1615	
Marketing		
Morna Bell		
IT		
Alastair McNeill		
Diane McManus	Mon-Thurs 0830-1445, Fri 0830- 12.45pm	
SLT		
Richard Charman		
Heather Stark		
Stuart Ross		
Martin Murphy		
Jenny Patterson		
Greta Montgomery		
PA		
Lorraine Logan	Starts 9.30am	
Cleaners		
Irene	6am - 10am/4pm-7pm	
David E	6am-10am/4pm-7pm	
Rosa	4pm-7pm	
Pranee	4pm-7pm	
David C	4pm-7pm	
Scott G	6am-10am/4pm-7pm	
Seline Coulter	4pm-7pm	
Lesley	6am - 10am/4pm-7pm	
Visitors/Contractors		
As per Companion App Info		

Once completed please pass this form
to the Headteacher

Fire Evacuation Checklist - SLT Member (Appendix 7)

	Area	Person Responsible	Checked
1.	PE (Physical Education) Sports Wing & Pool	Mr Horne, PE Staff or depute	
2.	PE Office, Staff Toilets on Ground Floor	Mr Horne or depute	
3.	Assembly Hall, S6 Common room, Pastoral Care Base, Conference room, And Library (0900-1200).	Mrs A Paterson/Pastoral Care or depute	
4.	Library (afternoons only)	Mrs Lane (1200-1700)	
5.	SLT Offices	Mrs Logan or depute	
6.	Kitchens, dining hall and stores	Catering Manager or depute	
7.	Infant boys' & junior girls' toilets, JS Assembly Hall	Mrs Toner or depute	
8.	Aftercare Rooms JS	Mrs K McNiven (09.00-15.15) (15.15-18.00)	
9.	Finance Offices	Mr Murphy or depute	
10.	A Floor (north) and staff room, both sets of boys' toilets (JS & SS)	Mrs Duncan or depute	
11.	A Floor (centre) stairwell	Mrs Furie or depute	
12.	A Floor (south) boys' toilets and stairwell	Mrs Petit or depute	
13.	B Floor (north) girls' toilets and stairwell	Mrs Tweedie or depute	
14.	B Floor (centre) stairwell	Mr Shields or depute	
15.	B Floor (south) girls' toilets and stairwell	Mrs Ford or depute	
16.	C Floor (north) music practice rooms and stairwell	Mr Scott or depute	
17.	C Floor (centre) girls' toilets and stairwell	Mrs Smith or depute	
18.	C Floor (south) including toilets and stairwell	Ms Mulholland or depute	
19.	Nursery Wing	Mrs E Chaplin or K McIntosh	
20.	Annexe (currently not in use)	Mrs E Chaplin or K McIntosh	N/A

**Once completed the Head Teacher
will inform the Facilities Manager or depute**

Fire Evacuation Checklist for Headteacher (Appendix 8)

Date:	YES	Comments
App 1 - Junior School Checklist (H of N & JS) Pupils Staff		
App 2.1- Support Staff (Director of Sport & Activities) Checklist		
App 2.2 - Form Teachers / SS Pupil checklist (Pastoral Care Teacher)		
App 3 Nursery (Depute Head of Junior School & Nursery) Checklist Pupils Staff		
App 4 - Catering Staff (Catering Manager Checklist)		
App 5 - Music Tutors Checklist (H of M & EA)		
App 6 - Support Staff Checklist (Reception Staff)		
App 7 - Area Checklist (SLT)		
App 9 -Facilities Manager Checklist (Janitorial)		

Signature of Headteacher:	
Date:	

Fire Evacuation Checklist for Facilities Staff (Appendix 9)

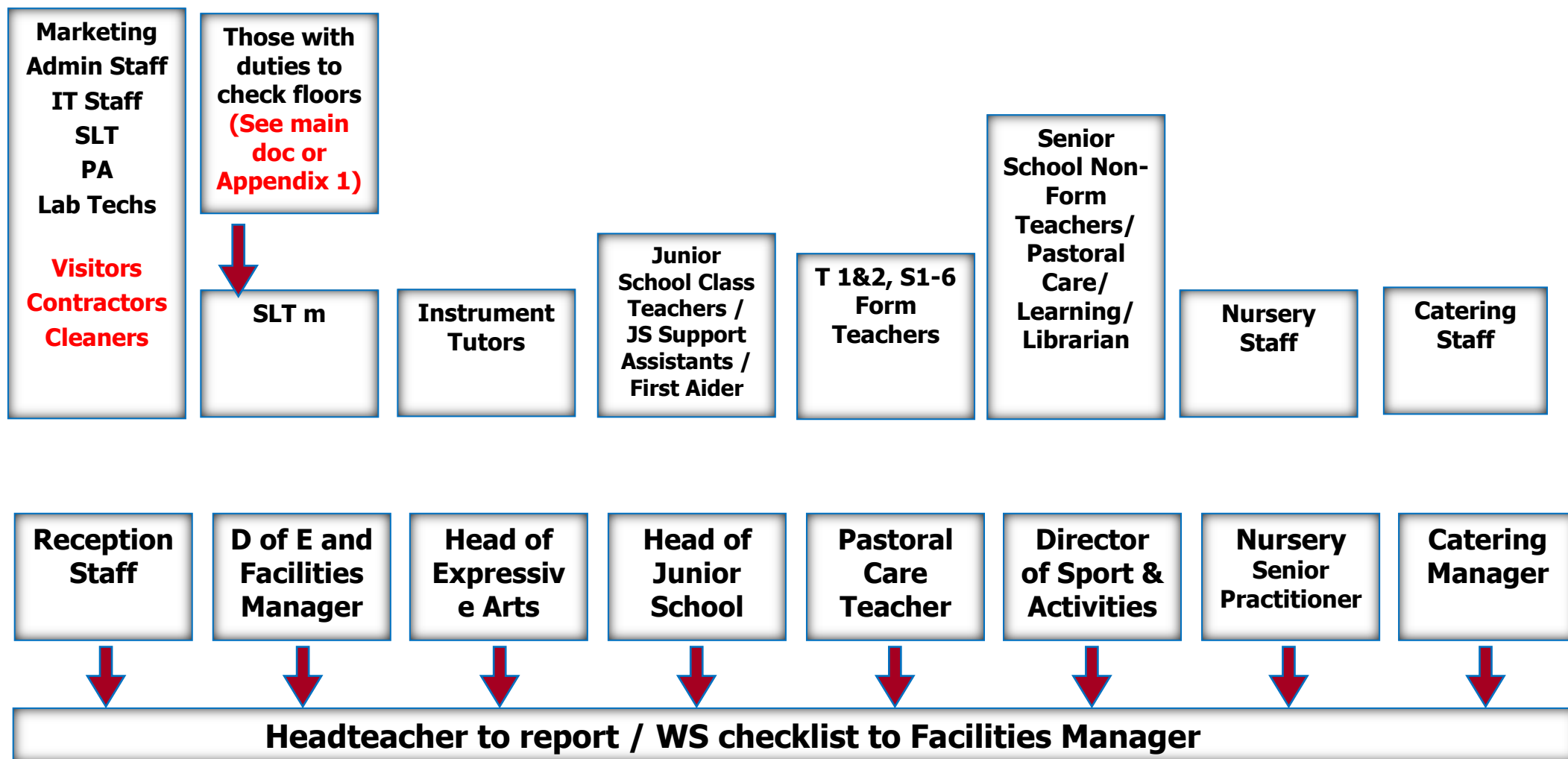
Name	Date:
Kenny Gibson	
John Callachan	
Scott McIntyre	

**Once completed please return this form to the
Headteacher**

Reporting Lines - Appendix 10

Reporting lines following fire alarm and evacuation of building during school hours. Date Evacuation Time

The SLT member (Fire Drill) will remain at the North crossing and Facilities Manager will remain in the foyer / front door.



Nursery - Appendix 11

NURSERY

SPECIAL FIRE EVACUATION AND EMERGENCY PROCEDURES

Special arrangements apply if the fire alarm goes out with the school day.

These arrangements are designed to cover a situation which may arise if the fire alarm sounds **prior to 9am** before the school day begins, **between 3.30pm and 4.00pm** when the main car park is busy with cars and buses and **beyond 4.00pm**.

- **Children and staff should evacuate the building by the designated exit.**
- **All children and staff should make their way to the Assembly Points** adjacent to the outdoor classroom opposite main entrance door **as normal**. Members of SLT and staff (teaching and non-teaching) who are present will supervise the children's safety in the Car Park area, with overall responsibility as **Supervisor** as follows:
 - Prior to 8am: **Facilities Manager or Duty Janitor**
 - 8.00am-9.00am: **Member of SLT, or Facilities Manager or Duty Janitor**
 - 3.45pm-6.00pm: **Member of SLT, or Facilities Manager or Duty Janitor**
 - After 6pm: **Facilities Manager or Duty Janitor**.
- **The designated Supervisor, or a member of staff appointed by the Supervisor, will proceed to the Main Gate on the driveway.** At that point, for the sake of children's safety, and to permit access of emergency vehicles, ALL vehicle movement IN or OUT of the College grounds must be controlled. No vehicles should be allowed to stop on the driveway. Vehicles attempting to exit should be directed into the side car park through the normal entrance while those attempting to enter should be directed into the side car park through the exit barrier which will be raised for the duration of the evacuation.
- **These arrangements are intended only for situations which may arise prior to 9.00am or after 3.45pm.** At all other times, the fire evacuation procedures outlined in the main part of this document should be followed.
- **NOTE:** If the fire alarm sounds at the end of the school day when the Car Park is busy with traffic, the Assembly Point may require to be the grassy area adjacent to the Car Park.

2. Special arrangements also apply when an emergency situation compromising the safety of children and staff arises.

- In such an instance a warning klaxon will sound as a signal for children and staff to re-enter the school building and return to the Nursery.
- Only members of SLT or, should they be unavailable, the **Facilities Manager**, have the authority to order the sounding of the klaxon.

Aftercare - Appendix 12

AFTERCARE & EXTRA CURRICULAR CLUBS SPECIAL FIRE AND EMERGENCY EVACUATION PROCEDURES

- Children and staff should evacuate the building by the designated exit.
- All children and staff should make their way to the Assembly Points in the Car Park as normal. Members of SLT and staff (teaching and non-teaching) who are present will supervise the children's safety in the Car Park area, with overall responsibility as Supervisor as follows:
 - 8.00am-9.00am: Member of SLT, or Facilities Manager or Duty Janitor
 - 3.45pm-6.00pm: Member of SLT, or Facilities Manager or Duty Janitor
 - After 6pm: Facilities Manager or duty Janitor.
- The designated Supervisor, or a member of staff appointed by the Supervisor, will proceed to the Main Gate on the driveway.

At that point, for the sake of children's safety, and to permit access of emergency vehicles, ALL vehicle movement IN or OUT of the College grounds must be controlled. No vehicles should be allowed to stop on the driveway. Vehicles attempting to exit should be directed into the side car park through the normal entrance while those attempting to enter should be directed into the side car park through the exit barrier which will be raised for the duration of the evacuation.

- **NOTE:** If the fire alarm sounds at a time when the Car Park is busy with traffic, the Assembly Point may require to be the grassy area adjacent to the Car Park.